

## EXHIBIT 3-H

### CHECKLIST OF REQUIRED CONTRACT CLAUSES FOR ENGINEERING, ARCHITECTURAL, AND GRANT ADMINISTRATION SERVICES CONTRACTS (See Exhibit 3-F)

This checklist is to be used by local governments and CDBG staff for contract review. An asterisk (\*) indicates clauses which are required for all professional services contracts.

- \_\_\_\_ 1. EMPLOYMENT OF CONTRACTOR
- \_\_\_\_ 2. (\*) INDEPENDENT CONTRACTOR
- \_\_\_\_ 3. LIAISON
- \_\_\_\_ 4. (\*) EFFECTIVE DATE AND TIME OF PERFORMANCE
- \_\_\_\_ 5. (\*) SCOPE OF SERVICES
- \_\_\_\_ 6. (\*) COMPENSATION (Check contract pricing for engineering contracts. Review the basis of payment for reasonable performance measures)
- \_\_\_\_ 7. (\*) CONFLICT OF INTEREST
- \_\_\_\_ 8. MODIFICATION AND ASSIGNABILITY OF CONTRACT
- \_\_\_\_ 9. CONDITIONAL AGREEMENT
- \_\_\_\_ 10. (\*) TERMINATION OF CONTRACT
- \_\_\_\_ 11. (\*) DOCUMENTS INCORPORATED BY REFERENCE (N/A for engineering services contracts)
- \_\_\_\_ 12. (\*) CIVIL RIGHTS ACT OF 1964
- \_\_\_\_ 13. (\*) SECTION 109 OF THE HOUSING AND COMMUNITY DEVELOPMENT ACT OF ACT 1974

- \_\_\_ 14. (\*) SECTION 3 OF THE HOUSING AND URBAN DEVELOPMENT ACT OF 1968
- \_\_\_ 15. (\*) MINORITY BUSINESS ENTERPRISE
- \_\_\_ 16. (\*) NONDISCRIMINATION
- \_\_\_ 17. (\*) OWNERSHIP AND PUBLICATION OF MATERIALS
- \_\_\_ 18. (\*) REPORTS AND INFORMATION
- \_\_\_ 19. (\*) ACCESS TO RECORDS
- \_\_\_ 20. (\*) PLACE OF PERFORMANCE, CONSTRUCTION AND VENUE
- \_\_\_ 21. INDEMNIFICATION
- \_\_\_ 22. LEGAL FEES
- \_\_\_ 23. (\*) ELIGIBILITY (Plus CDBG must do a debarment check of the contractor and the contractor's principal parties)